

ACCOUNTS PAYABLE/PAYROLL TECH

DEFINITION: Under general supervision, performs work of moderate to technical difficulty in skilled accounting and compiling payroll data from timesheets and other records, involved in the performance of account payable work, including accuracy and timelines of material produced; inputs in computer, verifies and reconciles errors on computer printouts to maintain payroll records; performs work as assigned.

ESSENTIAL FUNCTIONS: This list is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Plans, assigns and coordinates the accounts payable activities; monitors all accounts payable functions; responds to request for information based on substantial knowledge of accounts payable procedures/coding; provides general assistance to the Accounting Manager and may assume delegation duties in the Accounting Managers absence.

Reviews, codes, and approves payment and processing of accounting documents; ensures accurate entry of transactions to accounting system; implements minor procedural and transactional changes in the fiscal operation; initiates oral and written correspondence with vendors or other outside organizations on accounts payable matters; interprets applicable policies and procedures.

Reviews daily financial reports produced by data processing; verifies all vouchers for payment; reviews various commitment obligation documents; examines documents to ensure completeness of data, accuracy of computation, appropriateness of monetary data, and validity of accounting classification; oversees maintenance of disbursement record retention.

Performs skilled accounting task involving the application of bookkeeping principles to the maintenance of financial accounts and records that includes posting to payable records, performs basic arithmetic computations, enters data to records or original entry, prepares summary statements, and checks forms for completeness and accuracy.

Maintains and processes payroll records and reports for salary/wages due, accruals, deductions and other payroll functions; reviews, analyzes and checks payroll reports for accuracy and makes necessary adjustments/corrections, performs research to locate input errors; performs verification and reconciliation activities; maintains a variety of records pertinent to payroll processes or procedures.

Completes appropriate forms to adjust wage/salary account funds or to correct a special situation; researches, prepares routine adjustments involving extensive & complying records searches to establish a correct payroll record; complies numerical and statistical information for report purposes; runs a variety of reports from computer records; makes and checks numerical and statistical calculations; processes specialized information, reports and forms into the payroll system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, Federal and State laws, regulations, and guidelines governing aspects of Kayenta Township operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of modern office procedures and practices, used in accounting transaction, including record keeping and data security methods and techniques.

Finance Department
Overtime Code: Non-Exempt
Pay Grade: 60

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Knowledge of public relations and customer services principles, practices and techniques.
Skill in operating and developing computer databases and spreadsheet files.
Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt, allocation, and distribution of funds in a government setting.
Skill in establishing cooperative work relationships with those contacted in the course of work.
Skill in preparing and maintaining accurate payroll records, reports, and files.
Skill in applying judgement in the release of confidential information.
Skill in utilizing computer databases to research, maintain, and update payroll records and files.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

A high school diploma or GED; and two years of increasingly responsible bookkeeping and clerical accounting experience or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

PREFERRED QUALIFICATIONS:

Proficient in Microsoft Office software and other computer applications.
Valid Driver's License.

Depending on the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.